

FF Special Retirement Coverage

Standard Position Description (SPD)# F 187

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

~~ABOLISHED~~

1. Agency Position No.
F187

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.							
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code					
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management															
b. Department, Agency or Establishment															
c. Second Level Review		Supervisory Range/Forestry Technician*				GS		455/462		09		mlh		11/21/90	
d. First Level Review															
e. Recommended by Supervisor or Initiating Office		Supervisory Range/Forestry Technician*				GS		455/462		09		mlh		6/22/90	

16. Organizational Title of Position (if different from official title) Hotshot Program Leader		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

I, **Supervisory Certification**, I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. BARKOW Ch Fire & Aviation	
Signature		Signature	
Date		Date	
		(signed) L. BARKOW JAN 18 1991	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position GS-455/462	
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Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist		Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature		Signature	
Date		Date	
Juliet D. Powell 11/21/90			

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks SUBJECT TO DRUG TESTING *Interchangeable based upon primary vegetation of the unit.		Special Retirement Coverage: <input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> CSRS: date approved 07/29/91 <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> FERS: date approved 10/02/91 <input type="checkbox"/> Primary/Intergovernmental <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Secondary/Supervisory	
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Supervisory Range/Forestry Technician, GS-455/462-9
Hotshot Program Leader
Position No. F187

INTRODUCTION

This position is located within a BLM fire suppression organization. The primary purpose of this position is to serve as a second-level administrative supervisor of the assigned workforce.

The primary purpose of this position is to manage and supervise the Hotshot Crew Program consisting of several 20-person crews. All crews assigned may not be designated as Category I Crews.

DUTIES

1. Program Supervision (Est. 80% or more of the time).

Responsible for planning and directing the program which involves: selecting, training, and evaluating employee performance; establishing training requirements and approving training guides; analyzing work and making assignments; establishing performance standards and Standard Operational Procedures; resolving a wide range of personnel, technical, and operational conflicts between individuals, other programs and other agencies. Ensures that the optimum use is made of all the crews involved in the program. Ensures crews are fire ready and available for call-out.

Responsible for planning and directing accountability for a fire equipment and stores cache for the program.

Prepares and administers the Annual Work Plan for the program.

2. Firefighting (Est. as not more than 20% of the time).

Serves in fire positions such as, but not limited to, fireline supervisor, incident commander, or technical specialist in the suppression of wildland fires. As an Incident Commander, leads up to 200 firefighters by anticipating fire behavior, determining fire strategy and tactics, assessing needs for additional personnel or equipment, and overseeing air operations involving paracargo drops, retardant drops from air tankers and helicopter work. Protects the point of origin in case of human caused fires. Coordinates with dispatchers for additional manpower and equipment. As a technical specialist, manages helicopters and fixed wing aircraft, manages staging areas for wildfire operations, fills logistical and support roles on wildfires, and performs other specialized jobs in fire suppression operations.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of wildland fire suppression tactics and procedures for line and support functions is required in order to effectively supervise the crew program and to supervise personnel on wildland fires. Prior firefighting experience is required.

A thorough knowledge of the theories, principles, practices, and techniques of wildland fire suppression sufficient to serve in supervisory and management positions on fire as well as to teach others. The ability to direct suppression tactics using hand tools, chain saws, tractors, aerial retardants, and other equipment in the construction of firelines and the extinguishment of hotspots is required. Skill in determining fire behavior as affected by weather conditions, topography, and fuel types is also required.

Knowledge of State and Federal Fire Regulations and other fire agencies' policies and procedures in suppression of fires to (1) perform fire suppression assignments in other agencies, and (2) work with individuals from other agencies on suppression assignments.

Knowledge of Bureau personnel policies and procedures sufficient to follow and resolve problems relating to administrative procedures for a workforce of 40 or more people (includes personnel, fiscal, property, and procurement).

Working knowledge of DOI, BLM, FAA, and OAS policies and procedures regarding aircraft use.

Knowledge of air operations and safety procedures to apply in working with aircraft.

Knowledge of instruction techniques sufficient to effectively instruct employees in proper fire suppression methods and techniques.

Skill in oral communication and use of hand radios to direct suppression activities of suppression forces.

Thorough knowledge of National Fire Qualifications System (NFQS).

Factor 2, Supervisory Controls

The supervisor assigns the work in terms of the objectives and requirements to be met in developing highly trained and qualified personnel for fire suppression. The supervisor provides general instructions on time frames and priorities. The employee is responsible for planning and directing the hotshot crew program, resolving most problems through researching regulations and coordination with other wildfire program officials.

On fire assignments, the employee works without supervision in anticipating fire behavior, deciding suppression tactics, leading the building of firelines, extinguishing hotspots, and requesting additional personnel or equipment.

The supervisor is available for consultation and advice. The supervisor and employee discuss new or unusual work assignments and agree on approaches to be considered. The supervisor observes the work for progress toward objectives, coordination with others, adherence to time limits, and reviews work for compliance with established procedures and policies.

Factor 3, Guidelines

Guidelines include DOI, BLM, FAA, OAS, and USFS fire training, suppression and air operations manuals. Also included are Bureau personnel management policies, Bureau administrative manuals, and Branch standard operating procedures. These guides provide a framework for fire suppression, fire

support operations, and personnel management. The employee is expected to exercise a high degree of judgement and discretion to resolve conflicts and promote program objectives.

On the fireline the employee must apply a high degree of good judgement in conducting safe operations, developing strategies, coordinating the use of aircraft, and evaluating the efficiency of selected tactics.

Factor 4, Complexity

The employee must provide quality hotshot crews for wildland fire assignments nationwide. There are national standards which must be maintained in order for these crews to be eligible for national call-out. Adding to the complexity is the infrequent contact with subordinates because of the highly mobile nature of the organization.

The employee is required to supervise personnel in the suppression of wildfires by establishing firelines, removing fuels, and extinguishing hot spots, or to serve in a variety of technical/support roles in wildfire suppression operations. The employee must consider a variety of factors that influence wildfire behavior and/or fire support activities, such as fuels, weather, topography, aircraft capabilities, and cost constraints. These factors often hinder suppression efforts and aggravate the establishment of firelines and threaten the employee's personal safety.

Factor 5, Scope and Effect

The purpose of the work is to swiftly gain control of wildfires by developing crews qualified to perform long, arduous labor under very adverse environmental conditions for days or weeks at a time. These activities directly impact preservation of wildlife habitat, affect the safety of subordinates, protect the local economy, protect both private and public properties, and reduce the cost of wildland fire suppression.

Factor 6, Personal Contacts

Personal contacts are within the agency, other Federal, State, and public wildfire entities, and the public.

Generally, contacts are made face to face, on the phone, or on two-way radio in the performance of the wildland fire suppression missions. It is sometimes difficult to identify the role or authority of a particular individual when contacts are first made while on a fire suppression mission.

Factor 7, Purpose of Contacts

Contacts occur to give assignments to subordinates, teach fire classes, resolve personnel and policy conflicts, accomplish routine work, exchange technical information, perform fire assignments, resolve interagency problems, promote cooperation and understanding with user entities, motivate crews to follow BLM safety and administrative practices, and coordinate fire suppression and project work activities. As the program leader, often becomes involved in the resolution of complex problems for the administration of a large workforce.

Factor 8, Physical Demands

The position is primarily sedentary. As a firefighter, the employee must be in good physical condition and regularly pass an aerobic fitness test. Work involves extreme physical exertion, including carrying packs for several miles through rugged terrain and work shifts up to 19 hours using a variety of hand tools, chain saws, and pumps.

Factor 9, Work Environment

The majority of work is performed in an office setting.

On fireline assignments, the employee works in a wide variety of weather and terrain conditions. The employee is subject to intense heat, falling trees and debris, smoke, and working around aircraft and heavy equipment. The employee is required to wear protective clothing and a hard hat and risks death or serious injury during firefighting.